



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

ASSISTANT SUPERINTENDENT

PN# 111060

Department of Public Works & Engineering

Public Utilities Division

Operations Support Branch

611 Walker\*

M - F, 7:30 a.m. – 4:30 p.m.\*

\*Subject to change

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**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs professional administrative functions in the supervision, coordination and evaluation of skilled and/or semi-skilled work in the maintenance and management of City buildings, facilities and/or grounds. Plans, organizes, administers, monitors and reviews work quality and staff productivity. Recommends operational improvements to the supervisors and lead workers for implementation. May assign and coordinate staff work schedules. Oversees various administrative functions, including maintenance and review of departmental methods, procedures and services. Develops and recommends various administrative and human resource programs; e.g. recruitment, training and development, transfer programs, inventory procurement/distribution plans and budget estimates. Creates and maintains operational records of the division; compiles and prepares required reports. Provides guidance and policy interpretation to staff; promotes in-house training and workshops. Maintains cooperative relationships with other department divisions and various City departments/agencies. May handle special projects as requested.

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**WORKING CONDITIONS**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required. There are occasional minor discomforts from exposure to less-than optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

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**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires an Associate's degree in Business Administration, Construction Management, Recreation or a Closely related field.

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**MINIMUM EXPERIENCE REQUIREMENTS**

Four (4) years of progressively responsible professional and/or skilled experience closely related to the activities of the section are required, including one of the years in a supervisory experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

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**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2)

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**PREFERENCES**

Preferences will be given to applicants with Forklift Certification.

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**SELECTION/SKILLS TESTS REQUIRED**

None  
However, the Department may administer a skill assessment evaluation.

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**SAFETY IMPACT POSITION**

Yes      No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 20**  
\$1,151 - \$1,643 Bi-weekly      \$29,926 - \$42,718 Annually

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**OPENING DATE**

June 14, 2006

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**CLOSING DATE**

June 20, 2006

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**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquires, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided**

An equal opportunity employer